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1982

# Center for the Study of Administration On-Campus Masters Program Schedule-Block II, April-June 1982

Nova University

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**NOVA  
UNIVERSITY**  
CENTER FOR THE STUDY OF ADMINISTRATION

3301 COLLEGE AVENUE, FORT LAUDERDALE, FLORIDA 33314 • 305/475-7300

BLOCK II, APRIL - JUNE 1982  
ON-CAMPUS MASTERS PROGRAM SCHEDULE  
MBA,HRM,MPA,MSCJ

MASTER OF BUSINESS ADMINISTRATION (MBA)  
MASTER OF PUBLIC ADMINISTRATION (MPA)  
MS/HUMAN RESOURCE MANAGEMENT (MS/HRM)  
MS/CRIMINAL JUSTICE (MS/CJ)

REGISTRATION PERIOD:  
Prior Registrants-by mail  
or on Saturday 3/27, 1982  
New Student Counseling/  
Registration Period - by  
Appointment: March 1 -  
April 12, 1982  
Late Fee after April 12

NOVA UNIVERSITY  
3301 COLLEGE AVENUE  
FT. LAUDERDALE, FL 33314

TELEPHONES:  
Admissions/Counseling  
(305) 475-7481  
Masters Program Office  
(305) 475-7644  
-7646

Florida Wats:  
(800) 432-5021  
ext.7646

WEEKEND SESSION	SEQUENCE I	SEQUENCE II	CLASS/SECION/TIMES
FIRST	Apr. 16,17	Apr. 23,24	<u>EARLY</u> : Friday 6-8 pm Saturday 9-12 noon
SECOND	Apr. 30,1	May 7,8	<u>LATE</u> : Friday 8:15-10:15 pm Saturday 1-4 pm
THIRD	May 14,15	May 21,22	<u>NOTE</u> : Second letter of section defines whether course is Early or Late
FOURTH	June 11,12	June 18,19	
FIFTH	June 25,26	June 25,26	

\* MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY MAY 8, 1982 AS APPLICABLE  
MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY MAY 15, 1982 AS APPLICABLE

KEY TO ABBREVIATIONS FOR MASTERS COURSES

CR - Required, Core Course  
EL - Elective  
HR - Required, HRM Program

MB - Required, MBA Program  
MP - Required, MPA Program  
PP - Program Prerequisite  
CJ - Criminal Justice Program

NOTE: COURSES REQUIRED FOR ONE PROGRAM MAY BE TAKEN AS AN ELECTIVE IN ANOTHER PROGRAM

STUDENTS DESIRING A SPECIALIZATION SHOULD TAKE ALL ELECTIVES IN THEIR AREA OF  
CONCENTRATION!

\*\*SCHEDULE OF MASTERS PROGRAM ON-CAMPUS (FT. LAUDERDALE) COURSES\*\*

COURSE/SECTION			TITLE	INSTRUCTOR	DATES/ SCHEDULE	ROOM
GMP 5002	A		Introductory Statistics (PP)	RIVERS	Tues. 7-10 pm 4/20-6/22/82	P-335
GMP 5003	A		Introductory Economics (PP)	DiPAOLO	Wed. 7-10 pm 4/21-6/23/82	P-128
GMP 5009	A		Management Communications: Strategies & Skills	HEPPLER	Thurs. 7-10 pm 4/22-6/24/82	P-129
			GMAT REVIEW COURSE	IRVIN W. KATZ	Mon. 7-10 pm 5/3-6/14/82	P-130
GMP 5010	AE		Environment of Organizations (CR)	CARTANO	I	P-237
GMP 5010	BL		Environment of Organizations (CR)	CARTANO	I	P-237
GMP 5020	AE		Organization Behavior & Development Factors (CR)	HOVEY	I	P-210
GMP 5020	BL		Organization Behavior & Development Factors (CR)	HOVEY	I	P-210
GMP 5030	AE		Human Resource Management (CR)	ROBERTS	I	P-150
GMP 5030	BL		Human Resource Management (CR)	TUREEN	II	P-237
GMP 5040	AL		Quantitative Methods (CR)	BOUKELIF	I	P-150
**NOTE: Students <u>MUST</u> complete GMP 5040 before registering for GMP 5050						
GMP 5040	BE		Quantitative Methods (CR)	GOLDEN	II	P-237
GMP 5050	AE		Managerial Economics for Decision Making (CR)	BENTLEY	I	P-129 April 17 P-335
GMP 5060	AL		Managerial Accounting (MB)	WEISS	I	P-129 April 17 P-335
GMP 5070	AE		Marketing Management (MB)	GRUBER	I	P-209
GMP 5080	AL		Financial Management (MB)	HAIGHT	II	P-210
GMP 5090	AE		Business Policy (MB)	WAGNER	I	P-143
**NOTE: Only students permitted who have completed GMP 5010 - 5080 to enroll for 5090. This rule will be enforced.						
GMP 5100	AA		Masters Project (4 credits)	BLACKWELL	BY APPOINTMENT	P-304
GMP 5140	AL		Taxation of Corporations & Partnerships (EL)	M. LEVINE	I	P-209
GMP 5200	AL		Seminar in Organization Theory & Human Resources (EL)	PREZIOSI	II	P-209
GMP 5240	AE		Advanced Organizational Development (HR)	PREZIOSI	II	P-209



GMP	5320	AL	Managerial Communication (HR)	PINCU	II	P-107
GMP	5440	AE	Health Policy and Planning (EL)	LANGLEY	I	P-105
GMP	5530	AL	Money Market & Monetary Institutions (EL)	SAND	II	P-129 Apr. 17 P-214
GMP	5400	AE	Grants and Contracts (EL)	RAFKY	II	P-150
GMP	5800	AL	Policy Analysis & Program Evaluation (EL)	ANDERS	II	P-150
GMP	5450	AL	Public Administration: Theory and Practice (MP)	BAER	I	P-105
GMP	5610	AL	Legal Environment of Business (EL)	CAVICO	I	P-143
GMP	5790	AE	Research Methods in Business (EL)	KOOROS	II	P-210
GMP	5930	AE	Data Management & Communications(EL)	J. LEVINE	II	P-143
GMP	6040	AE	Research Methods for Criminal(CJ) Justice	CHINN	I	P-107
GMP	6050	AL	Developmental Concepts and Planning (CJ)	CHINN	I	P-107

#### TUITION

The graduate tuition fee is \$300 per course, or \$330 outside the continental USA. The tuition for program prerequisite courses is \$270. Students receiving employer tuition reimbursement are expected to pay tuition in advance, and then secure reimbursement from their employer. Promissory notes for partial payment will be issued only to those students who are waiting for student loans to be processed. Approval to sign promissory notes must be gained from the comptrollers office.

#### REFUNDS

Refunds are made solely at the option of the university for conditions beyond the student's control. Refunds must be requested in writing, and the refund is based on the date of the written request form. When granted, the tuition credit will be as follows: After the first weekend 75%, after the second weekend 50%, and then 0%. The Add/Drop withdrawal form must be used. The amount of the refund is based on the date of the form submitted.

#### TEXTBOOKS

Textbooks for all courses can be purchased at: The Corner Book Exchange, 4134 S.W. 64th Avenue, Davie, Florida 33314 (305) 792-7778

#### REGISTRATION

Registration is by mail if accompanied by full payment or during office hours (8:30-5:00 weekdays). Students eligible for employer reimbursement must pay tuition in advance, and then secure reimbursement from their employer. Late registration will result in an additional fee or penalty in the amount of \$10.00.

#### COUNSELING

If you are not sure of your course registration requirements, please call or visit the Masters Program office for counseling. Courses should be taken in sequence as listed in the Masters Bulletin. Permission to go out of sequence must be obtained in the Masters Program office. Be sure you obtain course syllabi at the time of registration. ALL STUDENTS SHOULD READ THE MASTER'S BULLETIN AND BECOME FAMILIAR WITH PROGRAM POLICIES AND PROCEDURES. ALL NEW STUDENTS MUST MAKE AN APPOINTMENT FOR COUNSELING BEFORE REGISTERING FOR CLASSES. Counseling appointments will be taken from November 16 through January 4, 1982. DEADLINE FOR NEW STUDENT APPLICATION IS January 4, 1982. Returning students should register for classes from November 16 through January 4, 1981.

### MANAGEMENT CERTIFICATE COURSES

Nova University Master's Programs has several Certificate programs available to non-degree administration professionals already working in their field who wish to increase their organizational and personal effectiveness. Courses are offered in 3 month terms or Blocks and meet every 3rd weekend on a Friday evening and Saturday either as an Early or Late class. A Certificate can be earned by taking four courses in each of the following specific Specialty areas.

For additional information call 475-7646 or 475-7643

Accounting  
Acquisitions Management  
(Procurement, Contracts,  
Quality Assurance)  
Banking and Finance  
Computer Systems Management  
Criminal Justice  
Energy Technology Management  
Human Resource Management  
International Business  
Marketing

### Current Offerings

SEE FRONT OF SCHEDULE FOR WEEKEND SEQUENCE DATES/TIME.

GMP 5140 Taxation of Corporations and Partnerships (AC) - Sequence I - Late  
GMP 5240 Advanced Organizational Development (HR) - Sequence II - Early  
GMP 5320 Managerial Communication (HR) - Sequence II - Late  
GMP 5440 Health Policy and Planning (HM) - Sequence I - Early  
GMP 5930 Data Management & Communications - Sequence II - Early  
GMP 6040 Research Methods for Criminal Justice (CJ) - Sequence I - Early  
GMP 6050 Developmental Concepts and Planning (CJ) - Sequence I - Late